

# 横須賀基地空席広報

## VACANCY ANNOUNCEMENT

広報番号 : Announcement No.	FEC-PWY500-008-06
募集締切日: Closing Date	19 Jun 06
発行日: Date of Issue	6 Jun 06

<b>1.職種名</b> Job title ( 等級 Grade <u>5</u> / 語学等級 LAD <u>3</u> ) <b>Maintenance Coordinator, #317</b> (メインテナンスコーディネーター) 受諾可能な下位等級 Acceptable Trainee Level: 1-3 <input checked="" type="checkbox"/> 事務系 (Administrative) <input type="checkbox"/> 技能系 (Blue Collar Trade)		<b>募集人数</b> No. of Recruitment  <b>1 名</b>	<b>4.募集範囲</b> Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input type="checkbox"/> 外部 Off Base Applicant
<b>2.部隊</b> Activity Naval Facilities Engineering Command Far East Yokosuka Facility Maintenance Department (PWY500), Emergency Service Trouble Desk (PWY500E) <b>勤務場所</b> Working Place 横須賀市 泊町 Tomari-cho, Yokosuka		<b>5.雇用の種類</b> Type of Employment  <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> 時間制 HPT <input checked="" type="checkbox"/> 常用 Permanent	
<b>3.勤務時間</b> Work Schedule ( 週 <u>40</u> 時間制 hrww ) <input type="checkbox"/> 規則 Regular <input checked="" type="checkbox"/> 不規則 Irregular <b>勤務日</b> Work Days: 4 day shift cycle <b>勤務時間</b> Work Hours: 1 <sup>st</sup> day 08:00-16:45, 2 <sup>nd</sup> day 16:30-24:00, 3 <sup>rd</sup> day 00:00-08:30, 4 <sup>th</sup> day Off <b>休憩</b> Recess Period: 1 <sup>st</sup> day 45 minutes a day, 2 <sup>nd</sup> & 3 <sup>rd</sup> day 30 minutes a day <input checked="" type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
<b>6.職務内容</b> Duties <ul style="list-style-type: none"><li>Performs Emergency / Service (E/S) work order reception by phone and makes on the spot evaluation if work requests can be accepted as ES or not by trouble shooting and determines work trades required. Assigns appropriate Job Order Number charge based on customer activity and requested work description. Issues work request by computer for routing to maintenance shops and coordinates work details between customer and shops. Inputs work order completion into computer and conducts other related work.</li><li>Provides interpreter services at sites and by phone as required.</li><li>When request is beyond scope will coordinate and refer callers to respective service branches.</li></ul>			
<b>7.資格要件／身体条件</b> Qualification / Physical Requirements <ul style="list-style-type: none"><li>a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work. If applicant does not have such work experience, completion of 4-years college/university in a related field may qualify him/her at 1-5 level.</li><li>b. Knowledge of regulations of repair and maintenance of facilities to evaluate work order and determine trades required by ES work.</li><li>c. Skill in operating personal computer such as Adobe Acrobat, MS Word, Excel and Access.</li><li>d. Ability to interpret from English to Japanese or vice versa.</li><li>e. Ability to speak, read and write English at average proficiency level (LAD-3).</li></ul> <p>* An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below.</p> <p>1-4: a. One year of clerical, technical, or administrative work experience in any field. If applicant does not have such work experience, completion of 4-years college/university in any field may qualify him/her at 1-4 level.</p> <p>1-3: a. One year of general work experience. If applicant does not have such work experience, completion of 2-years junior college/2-years of technical school or 4-year degree in any field may qualify him/her at 1-3 level.</p> <p>* A handicapped applicant may be accepted, depending on the degree and kind of disability.</p>			
<b>英語力</b> English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
<b>学歴</b> Educational Background : N/A <b>免許証／修了証</b> License/Certificate Required : N/A			

<b>8.提出するもの</b> Application and Associated Documents		<b>職務状況</b> Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) <a href="http://hro.cnfj.navy.mil">http://hro.cnfj.navy.mil</a> * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) <a href="http://hro.cnfj.navy.mil">http://hro.cnfj.navy.mil</a> *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is unacceptable.)		
<b>問い合わせ先</b> for Job Inquiries	<b>提出先</b> Office to Submit	<b>事務処理欄</b> For Official Use
担当部署／担当者名 Office NAVFAC FE, MS132 046-816-7275 / 7462 / 6198 (内線) 243-7275 / 7462 / 6198	〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地統合人事部雇用課 COMNAVFJORJAPAN, Human Resources Office (HRO) Yokosuka JN Employment/Classification Division (N132) 直通 046-843-8152 (内線/Extension) 243-8152	<b>PD No.: FEC-PWY500E-001</b>
		PD is accurate and current. Certified by Activity: mt
		HRO: AH 6/2 ah 6/6

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed.  
提出された応募書類はお返ししません Submitted applications will not be returned.